

**DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
PROCESSING TECHNICIAN  
(ADOPTION RESOURCE)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on a Current Exam Certification List OR Lateral Transfer**

**Location:** Hartford, CT

**Job Posting No:** MB88082CO

**Hours:** 34

**Salary:** \$20.48 - \$26.78 per hour

**Closing Date:** December 4, 2012

**Eligibility Requirement:** Candidates must have passed the **Processing Technician** examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of **Processing Technician**, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Knowledge, Skills and Abilities:** Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

**General Experience:** Three (3) years' clerical work experience.

**Special Experience:** One (1) year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

**Preference:** Priority will be given to a candidate that can demonstrate the ability to work independently. Candidate must also have excellent organizational skills and the ability to process work efficiently and meet the varied demands of the job in a timely way.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

**DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
Attention: Bernice Morgan  
FAX: (860) 707-1952**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.